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BOARD OF FINANCE

DECEMBER 21, 2009

MINUTES OF MEETING

Mayor Kiss convened a meeting of the Board of Finance with all members present at 5:10 p.m.

1. Agenda

The agenda was amended by item #4: Code Enforcement Director Hiring Salary Request

2. Department of Public Works: Cooperative Agreement; Champlain Parkway

The Board reviewed a recommendation and proposed resolution from the Department of Public Works to executive an amendment to the Champlain Parkway/Southern Connector Cooperative Agreement between VTRANS and the City of Burlington setting forth the conditions for the project management and financing moving forward through the Act 250 application. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed resolution and amendment and to recommend approval of the same to the City Council. The motion passed unanimously.

3. Clerk/Treasurer's Office:

A. Transfer Request

The Board reviewed a request from the Clerk/Treasurer's Office for a transfer of \$35,000 from the Salary Account 61100 to the Temporary Help Account 61450. CAO Leopold explained that the request reflected an inability to recruit a qualified candidate for the position of Assistant CAO and the transfer would enable the office to hire temporary help to assist in the workload of the office. The motion passed unanimously.

B. Debris Removal and Equipment Purchase

The Board reviewed a recommendation from Sue Trainor, Assistant to the CAO, regarding recent insurance risk analysis which recommended removal of old wooden chairs and other debris from the basement cellar of Memorial Auditorium and to purchase ergonomically appropriate furniture for staff in the Planning and Zoning Department to replace inappropriate and outdated furniture. CAO Leopold made a motion, seconded by Councilor Keogh, to authorize the removal of the debris from the basement cellar of Memorial Auditorium for a cost of \$3,588 to be paid from the insurance reserve and further to authorize the lease/purchase financing of up to \$3,600 of furniture for the Planning and Zoning Department with the cost of the lease to be included within the Department budget in Fiscal Year 2011. The motion passed

unanimously.

4. Code Enforcement Director Hiring Salary Request

The Board reviewed a request from the Mayor for an adjustment in the compensation for the Code Enforcement Director and the placement of the candidate Bill Ward for the position to be placed at a Step 8. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request and to recommend approval of the same. The motion passed unanimously.

Financial Report

CAO Leopold indicated that the office had developed a new revenues and expenditures report for the current fiscal year which also reflected unaudited revenues and expenses for the General Fund for Fiscal Year 2009. This report would be provided to the City Council at the first meeting in January. It is intended to provide the Council regular updates of the report in the future.

Councilor Keogh asked that the agenda for a subsequent meeting of the Board should include a discussion of the report.

The meeting of the Board of Finance was adjourned at 5:45 p.m.